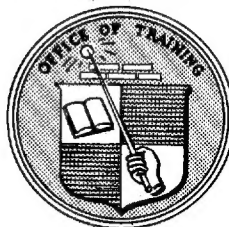


OFFICE OF TRAINING BULLETIN



SPECIAL BULLETIN
NUMBER 25-62

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17 May 1962

TO: Agency Training Officers

SUBJECT: Two OTR Courses -- Advanced Field Finance Procedures
and Introduction to Commercial Accounting

The Intelligence School, OTR has organized two new courses to meet the needs of DDP and DDS Offices. The courses are Advanced Field Finance Procedures and Introduction to Commercial Accounting. They are given by the Operations Support Faculty, Room 1A-35, extension 5737.

Advanced Field Finance Procedures is a familiarization course which includes instruction in Class A and Financial Property Accounting procedures, inter-Agency transactions, use of unappropriated funds, and budget formulation. It is full-time, forty hours, and scheduled for the week of 25 June. Completion of the Budget and Finance Course since January 1962 at a satisfactory or better level, or the equivalent in Agency experience is prerequisite to admission. Note: The next Budget and Finance Course will be given 11-22 June, two weeks before the AFFP is scheduled to begin.

The Introduction to Commercial Accounting Course is primarily for DDP personnel whose duties require knowledge of the workings of proprietary-type projects and similar sensitive activity. It includes an explanation of the concepts of double entry accounting, single system designing, financial reports and analyses, and perpetual inventory control.

The course is organized and scheduled to meet individual requirements. Chief, Operations Support Faculty will arrange instruction for a requesting office at a mutually convenient time and place. There are no special prerequisites nor is there any limitation as to grade level.

For additional information on AFFP or ICA, call [REDACTED]
Chief, Operations Faculty, IS/OTR, extension 5737.

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